

INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Education 2020

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	<i>Satisfactory</i>	Lesson matches original description	<i>3 Meets Standards</i>	Criminal Background Checks	<i>In Compliance</i>
Recruiting Materials	<i>Satisfactory</i>	Instruction is clear	<i>3 Meets Standards</i>	Health/safety laws & regulations	<i>In Compliance</i>
Academic Program	<i>Satisfactory</i>	Time on task is appropriate	<i>Not applicable (See report)</i>	Financial viability	<i>In Compliance</i>
Progress Reporting	<i>Satisfactory</i>	Instructor is appropriately knowledgeable	<i>Not applicable (See report)</i>		
Assessment and Individual Program Design	<i>Satisfactory</i>	Student/instructor ratio:	<i>Not applicable (See report)</i>		

As of the 2008-2009 school year, Education 2020 will no longer be providing SES programs to Indiana students.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Education 2020

DATE DOCUMENTATION RECEIVED: January 25, 2008

REVIEWER: ST

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	BOTH of the following: -Tutor resumes/applications (<u>all tutors</u>) -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Staff resumes -Professional development logs -Copies of professional development PowerPoint presentations and materials		X	-Professional development trainings are appropriate for provider's programming; -Documentation supports that staff have completed professional development training.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment flyers and brochures -Provider Incentive Policy -Program description for parents		X	-Recruitment brochures and flyers match provider's description in original application; -Provider offered incentives are in line with state's Incentive Policy; -Program description is in line with provider's application.
Academic Program	ONE of the following: -Lesson plan(s) for the observed tutoring session(s) and for each subject in which provider tutors <i>In addition to:</i> ONE of the following: -Specific connections to Indiana standards (cite exact IN standard to which lesson connects) -Description of connections to curriculum of EACH district the provider works with.	-Lesson plan outline -Description of connection to IN academic standards		X	-Lesson excerpt connects with observed lesson; -Example provided demonstrates clear connection to Indiana academic standards.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Progress Reporting	ALL of the following: -Progress reports -Timeline for sending progress reports -Documentation of reports sent	-Progress reports -Progress report timeline -Documentation of reports sent -Copies of SES Agreements and SES Contracts		X	-Documentation provides support that progress reports are distributed; -Progress reports are submitted in accordance to timeframe agreed to in SES Contracts; -Progress reports match provider application and include updates on student progress on standards identified in SES Agreement.
Assessment and Individual Program Design	ALL of the following: -Explanation of the process provider uses to develop Individual learning plans for each student - Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out) -Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.	-Individual Learning Plans -Description of individual learning plan development process -Explanation and evidence of assessment's correlation to IN standards		X	-Learning plan development process is appropriate; - Individual learning plans submitted are clear, address student skill gaps and academic standards; - Documentation supports that provider's pre and post-test assessment correlate to Indiana academic standards.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Education 2020

SITE: online website

TUTOR'S INITIALS (ALL TUTORS OBSERVED): n/a –online computer program

NUMBER OF LESSONS OBSERVED: 1

DATE: January 15, 2008

REVIEWER: ST

TIME OF OBSERVATION: 2:30 p.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a score of 1-4 points for each component. Providers receiving “1 or 2 points” on any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Lesson matches original description in provider application			X		-Reviewer logged into provider's online "Virtual Tutor Program" as a student. The program administered a pre-test to establish the "student's" ability level. Once the pre-test was completed, the "student" was able to begin lessons that were developed based on skill gaps identified in the pre-test. Throughout the assessment and also during lessons, the "student" was provided a study break opportunity by playing brief interactive sports games; -Observed lesson matches description in provider application.
Instruction is clear			X		Instructions were clarified by the computer when the student appeared to be unclear. The computer program provided the "student" an explanation when the incorrect answer was given. The program provided written text explanations and examples for the "student" the first time an incorrect response was given and then prompted the student to select from the remaining multiple choice options. If the student provided a second incorrect answer to the question, the program displayed the correct answer and then asked continual follow up questions related to the same concept until the "student" demonstrated an understanding of the concept.
Time on task is appropriate					Not applicable. Reviewer completed online lesson, no actual student was observed.
Instructor is appropriately knowledgeable					Not applicable. Computer program was the instructor.
Student/instructor ratio:					Not applicable. Reviewer completed online lesson, no actual student was observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Education 2020
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: January 15, 2008

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	X	
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> ONE of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Student internet security and safety policies -Privacy policy -Child Abuse policy -Complaint procedure policy	X	
Financial viability	ONE of the following: -Documentation of liability insurance coverage <i>In addition to:</i> ONE of the following: -Audited financial statements -Tax return for the past two years	-Liability insurance verification -Audited financial statements	X	